

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Team Leader Parks Maintenance
POSITION NUMBER:	3162
DIVISION:	City Infrastructure
DEPARTMENT:	Parks & Natural Assets
CLASSIFICATION:	Band 3
REPORTS TO:	Supervisor Parks
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Team Members, other internal departments.
EXTERNAL LIAISONS:	Members of the Public, Service Authorities, Private Contractors Community/Service and Sporting Clubs
DATE:	September 2024

POSITION OBJECTIVES:

This position leads a crew in efficient and effective parks maintenance activities on Council's parks, open space reserve, sport grounds, roadsides, and streetscapes.

This position is responsible to assist with the implementation of maintenance programs with due consideration of safety, economy, quality and within set timeframes, for the overall benefit of the residents of the City of Greater Geelong and the general community.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Role model and promote Council values in all aspects of duty.
2. Lead a crew to undertake inspections & works, effective and efficient with appropriate maintenance programming as directed by a Parks Supervisor.
3. Lead a team in a range of horticultural maintenance tasks, including garden beds, open spaces and relevant park assets.
4. Lead a crew operating and maintain plant/machinery and equipment in an effective and efficient manner and in compliance with relevant laws and regulations.
5. Work within all Council health and safety policies and procedures.
6. Displaying a positive personal contribution in assisting the City Parks and Gardens Unit in providing a customer focused service and commercially driven operation.
7. Effective and efficient recording of maintenance works undertaken time sheets and plant sheets or recorded on Councils Management Maintenance system.
8. Undertaking additional duties to assist team members in completing projects consistent with Award and job requirements.
9. Adhere to all Council's policies and procedures relevant to this position.
10. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other.
- Create a healthy and safe environment for all.
- Embrace new ideas and better ways to work.
- Make people the center of our business.

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures, and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behavior does not discriminate, bully, or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards, or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:

Qualifications:

- A trade Certificate in Gardening, Horticulture, or equivalent, and/or extensive experience in a range of horticultural activities.

Essential:

1. Extensive experience in the broad range of horticultural maintenance activities performed in the Parks environment.
2. Experience in operating a range of Park's Maintenance plant and equipment.

3. Experience in providing leadership to a small team, ensuring team safety, training employees and providing good clear communication / instructions.
4. Experience and knowledge horticulture skills, practices, and principals.
5. A current Victorian Drivers Licence.
6. Current Working with Children check.
7. Commitment to adhering to the Council Code of Conduct, values and all applicable policies and procedures.

Desirable:

8. Experience in a Local Government environment.
9. A current light truck licence

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.
- Effective and efficient achievement in the key responsibility areas:
 - To provide a high level of service to internal and external customers.
 - To maintain effective recording systems to meet the objectives of the Section.
 - To provide direction, leadership, and on-the-job training to supervised employees.

JUDGEMENT AND DECISION MAKING:

- Personal judgement is exercised in undertaking the specialised work of the position by selection of a range of plant, equipment, methods, or processes to complete tasks.
- The occupant will be required to determine the quantity of resources needed to meet the daily objectives of the Section.
- Guidance will be provided by the Parks Supervisor.

SPECIALIST SKILLS AND KNOWLEDGE:

- Detailed technical knowledge of Parks maintenance programs and practical experience that will enable the incumbent to fulfil this role adequately.
- Understanding of the capabilities and operations of plant used in performing maintenance programs as well as materials used in maintenance operations.
- Ability to control traffic, in accordance with VicRoads Code and Road Regulations.
- Experience in the use and maintenance of irrigation systems.
- Experience in the maintenance of playgrounds.
- Ability to perform manual work including lifting of weights in accordance with Occupational Health and Safety guidelines.

MANAGEMENT SKILLS:

- Ability to manage time and meet priorities established for allocated work.
- Basic Knowledge of personnel practices.
- Timely resolution of problems and ability to make decisions regarding daily allocation of resources.
- Demonstrated ability to liaise with Service Authorities/Contractors and/or Community/Service and Sporting clubs.

INTERPERSONAL SKILLS:

- Ability to contribute to workplace improvements programs and team discussions.
- Ability to provide customer service to the public quickly and positively.
- Ability to prepare brief operational reports on matters relating to maintenance activities.
- Skills in written and oral communication.
- Ability to provide on the job training.

ADDITIONAL INFORMATION:

- This position will be required to work at locations across the municipality.